

ADMINISTRATIVE SERVICES  
SUPPORT SERVICES  
RECORDS MANAGEMENT AND CONTROL

890413-02  
APPLICATION FOR

AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

87-1

Application Date: 3-2-89

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

APR 13 1989

MAY - 5 1989

87-001-A

Record Series Title: ~~Safety Engineering~~ - Elevator  
Accident Report

Person to Contact: Jim Bishop/Bill Johnson

Item number to be amended: 7, 10 and 12

Telephone No. 656-3040

Reads as follows: (see attachments)

Amended to read: (see attachments)

1989 APR 13 AM 10:55

Reason for change: Starting in 1989 file will be microfilmed.  
This Record Series was established CY 1986 and all accumulation of  
reports will be microfilmed.

AUTHORITY:

Division Director/Designee: Earl Everett, Jr.

Date 3-31-89

Records Management Officer (RM&C): Jim Bishop

Date 4-10-89

Chief, Records Management and Control: William H. Johnson

Date 4-10-89

Assistant Commissioner (Administration): Ray E. Heringworth

Date 4-12-89

State Auditor/Designee: W. H. Hester

Date 5-4-89

Secretary of State/Designee: Edward Weldon

Date 5-3-89

Governor  
Attorney General/Designee: W. H. Rogers

Date 5-5-89

## 7. Records Series Description

Reads as follows:

File is arranged: annually by calendar year, thereunder arranged alphabetically by name.

Amended to read: Prior to 1990 annually by calendar year, thereunder arranged alphabetically by name.  
From 1-1-90 microfilm to be computer indexed by unique number for each piece of equipment.

## 10. Questionnaire:

Reads as follows:

yes h. "insurance company will keep a copy"  
no i. "microfilm equipment is being requested"  
no j. "computer program is being developed"

Amended to read:

yes h. "security negative stored in Archives"  
yes i.  
yes j. "computer indexed"

## 12. Approved Disposition Instructions

Reads as follows:

Hold in the current files area 10 years; then destroy.

Note:

File series to be cut off at end of each Calendar Year; hold in current files area ten (10) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

Note:

File series to be held in current files area if microfilm equipment is obtained.

Amended to read:

Other (Specify)

- Microfilm records with dual head camera, creating two camera negatives;
- Verify that microfilm copy is a faithful duplicate of the paper record;
- Destroy the paper copy;
- Maintain one copy of the film in office for ten (10) years, or until no longer needed for reference; or until all litigation involving records is completed.
- Then destroy office reference copy;
- Once a year, transfer the second camera negatives to the State Records Center for security storage;
- Hold in State Records Center for ten (10) years;
- Then destroy camera negative.

(Agency will maintain security and reference film copies in separate buildings until transfer to Archives facility.)

(Department of Labor receives original reports for inspections performed by insurance companies, local governments and private inspection companies.)



860730-01

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Safety Engineering 501 Pulliam Street S.W. Room 211 Atlanta, Georgia 30334	Application Number	87-1
Application Number		Date Received	Date Completed
		JUL 30 1986	JAN 12 1987
2. Person to Contact		Working Title	
Earl Everett		Chief, Safety Engineer	
		Telephone Number	
		656-2966	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)	
Earliest	Latest		
1-1-86	to present	Safety Engineering - Elevator Accident Report	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
Chief, Safety Engineer - In charge of the Inspection Division's mission to inspect boilers and pressure vessels in Georgia, as well as elevators, escalators, and other machinery which fall under industrial safety laws.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: the Safety Engineering Inspection of Elevators and Escalators.			
Included are:			
DOL-4221 Elevator Accident Report			
File is arranged: annually by calendar year, thereunder arranged alphabetically by name.			
8. Monthly Reference Rate			
How often are records referred to which are:			
One to six months old <u>3</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>2</u> ;			
twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

DOL-144 (R-5/85)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Insurance company will keep a copy.
X	i. Is this series (or a major portion of it) regularly microfilmed? Microfilm equipment is being requested.
X	j. Does the record series result in a computer printout? Computer program is being developed.

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | 10 years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 10 years.    |
| c. Federal Law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To satisfy any potential audit requirements, litigations and/or claims (retention period recommended by Attorney General's Office).

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 10 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

## Note:

File series to be cut off at end of each calendar year; hold in current files area ten (10) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

## Note:

File series to be held in current files area if microfilm equipment is obtained.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7-19-86	<i>[Signature]</i>	7/24/86
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>Ray E. Hollingsworth</i>	7-28-86	<i>William Johnson</i>	7/29/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee	<i>[Signature]</i>	1-7-87
	Attorney General/Designee	<i>Edward Wilson</i>	1/5/87
		<i>[Signature]</i>	1/10/87

(Reverse Side)